

Date

ROUTING AND TRANSMITTAL SLIP

Approved For Release 2006/02/07 : CIA-RDP84B00890R000300080007-2

TO: (Name, office symbol, room number, building, Agency/Post)	Initials	Date
1. Mr. Fitzwater, Deputy Director for Administration		
2. <i>EO/DDA</i>	<i>AW</i>	28 SEP 1981
3. <i>ADDA</i>	<i>H</i>	9-29
4. <i>DDA</i>	<i>D</i>	
5.		

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Mr. Fitzwater -

Attached per our telephone conversation today, which is self-explanatory.

Should you have any questions, please give me a call. I shall keep you posted on developments - and acceptances when received.

betty

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FROM: (Name, org. symbol, Agency/Post)	Room No.—Bldg.
<i>01DCI</i>	Phone No.

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Date: 25 September 1981

ACTION

TO: Mr. Casey

FROM: betty

SUBJECT: Washington Roundtable Luncheon
On Site - 5 November (Thursday)

REMARKS:

You have agreed to a luncheon meeting with the above group at which you will make a few remarks followed by Q & A here on 5 November. There will probably be approximately 30-35 people in attendance. They would like a short briefing on the Agency prior to the luncheon.

Bob Gates recommends that we have the luncheon in the Executive Dining Room at 12 or 12:30 preceded by drinks. Bob suggests that the DDCI be invited, as well as the Deputy Directors and [redacted] and that the Deputy Directors invite two of their really bright upcoming young folks at about the Grade 14-15 level (those in their 30's).

The group will be coming by bus and Bob suggests that they proceed directly to the Bubble where Mr. Fitzwater would speak to them about 10 minutes about the Agency in general and then John McMahon would speak about 20 minutes on the analytical side after which they would come directly to the Dining Room and you would make a few remarks followed by Q & A, the luncheon to adjourn by 1:30.

If this meets with your approval, I shall ask Mr. Fitzwater to make the necessary arrangements.

betty

ok
wfb

11/5 Bus in
11/30 the Auditorium

Auditorium —
Menu —
invitation —
NFAC —
see —
LSD —

STAT

Meeting

Meet group